



American Federation of Government Employees

Local 1969

AFFILIATED WITH AFL-CIO

MINNEAPOLIS VA HEALTHCARE SYSTEM - ST. PAUL REGIONAL OFFICE

FT. SNELLING NATIONAL CEMETERY - DEBT MANAGEMENT CENTER

ONE VETERANS DRIVE

MINNEAPOLIS, MINNESOTA 55417

VAMC OFFICE PHONE: (612) 467-2203 VAMC FAX: (612) 467-1704

VBA OFFICE PHONE: (612) 970-5760 VBA FAX: (612) 970-5960

Criteria to Be a Steward

Criteria to apply to be a steward.

1. Must have been an employee of the Regional Office or Debt Management Center for the previous 12 months.
2. Must have been a member of local 1969, and in good standing, for at least the previous 12 consecutive months.
3. Must not be on probation; or if not on probation within 12 months of a transfer to a completely new job.
4. Must be a full-time employee, not a part time employee or intern.
5. Must not have disciplinary action, fact finding/investigation pending at time of application to be a steward.
6. Must not have had any sustained disciplinary action more severe than a counseling statement within the previous 6 months.
7. Must not have had a suspension within the previous 12 months.
8. Must be making all ASPEN or work standards for the previous consecutive 12 months.
9. The E-Board will approve all stewards appointed for AFGE Local 1969. The appointment process will be determined by the E-Board as deemed appropriate at the time.
10. The Chief Union Steward or Senior Executive Board member has the option to interview potential steward candidates prior to full E-Board interviews. If the Chief Steward or Senior E-Board member opts to hold interviews, the Chief Steward or Senior Executive Board Member has the option to refer all candidates, or only selected candidates, to the full E-Board for consideration.
11. No person may represent, lobby, or engage in any steward or Union duties on behalf of AFGE Local 1969 without having been appointed as a Steward or subject matter expert by the full E-Board.
12. The Chief Steward or Senior Executive Board official of each division has the authority to name subject matter experts, as required, to assist stewards with assigned duties. Subject matter experts must be members in good standing unless no members in good standing are available or are willing to serve. Subject matter experts will follow all restrictions, conditions, and instructions provided by the Stewards assigned to the issue. Failure to follow the guidance of the lead steward shall result in the subject matter experts immediate removal from the process. The subject matter expert may appeal this removal to the Chief Steward or Senior E-Board official within the division who shall be the final authority in the matter.

Criteria to remain a steward:

1. Must not be on a PIP
2. Must report any period of at least 120 consecutive days where the steward is not making performance standards to the Chief Steward or senior E-Board official with the division. The division managing official can decide what action to take at that point.
3. Must report, within 72 hours, any discipline issued to the steward. This report must be in writing to the Chief Steward/Senior divisional E-Board official and the Union President.
4. All Stewards have the ability to step down from their duties if they feel they are unable to meet the duties of the position; or if they feel they are not meeting performance within their normal job duties. Said resignation are requested to be in writing and provided to the Union President.
5. Stewards may also ask to be placed on temporarily leave from Steward duties; due to personal matters such as illness, disability, etc. Stewards on temporarily leave will not have to reapply to be a steward, but will not be able to return until the Local President and Executive Board has determined they are ready to return to duties as a steward. Temporarily leave is capped at 12 consecutive months.
6. Must not engage in activity that is detrimental to the Union or brings discredit to the Union. All issues of this nature will be reported to the Union President who will bring them before the E-Board for proper consideration and resolution.
7. The President reserves the right to bring any Steward issues or problems before the E-Board for consideration and resolution. If the President declines to bring an issue before the E-Board, it may not be reviewed unless four E-Board members petition the President for review. If the required signatures for review are presented to the President, the issue will be forwarded to the next E-Board meeting for review and discussion.
8. All Stewards acknowledge they serve at the discretion of the Union President and the E-Board. Stewards may be suspended, placed on leave, or terminated at the will of the President and E-Board in the best interest of the Union.
9. The Union President and/or the Chief Steward/Senior E-board official, may temporarily suspend, or relive from duty, any steward from duty. The matter will then be addressed by the full E-Board at the next E-Board meeting.
10. Stewards are expected to make majority of the monthly Union meetings unless previously excused by the President.